

Reporting Manual Derived from Data Element Dictionary

Effective Date: October 1, 2004

Definitions:

SBIR Small Business Innovation Research
STTR Small Technology Transfer Research
SAT Simplified Acquisition Threshold

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FPDS Contract Data

1 Contract Identification Information

1A Procurement Instrument Identifier (PIID)

VA Required, must begin with a V + Contracting office identifier + Sequential number

Definition: The unique identifier for each contract, agreement or order.

Instruction: Enter the Contract, Purchase Order, or Agreement number for the instant action. If you are reporting a delivery/task order, enter the order number. FAR 4.11 prescribes convention for numbering Contracts, Agreements and Orders.

FAR: FAR 4.601(d)(4)

1B Modification Number

Definition: An identifier issued by an agency that uniquely identifies one modification for one contract, agreement, order, etc.

Instruction: When reporting modifications to contracts, agreements, or orders, report the modification number assigned by the reporting contracting office. For any given PIID, all Modification Numbers must be unique.

Required: Mandatory for Modifications.

1C Referenced PIID

Screen Name: Referenced IDV ID(includes the Agency ID and PIID For the associated IDV)

Definition: When reporting orders under Indefinite Delivery Vehicles (IDV) such as a GWAC, IDC, FSS, BOA, or BPA, report the Procurement Instrument Identifier (Contract Number or Agreement Number) of the IDV. For the initial load of a BPA under a FSS, this is the FSS contract number. Note: BOA's and BPA's are with industry and not with other Federal Agencies.

Instruction: Report the Contract or Agreement Number of the IDV against which the order is placed. When reporting the initial load of a BPA under a FSS, report the FSS contract number

Required: Mandatory for IDV

1D Transaction Number

Definition: "Tie Breaker" for legal, unique transactions that would otherwise have the same key.

Instruction: Assign a unique Transaction Number for each report when multiple reports are required for a single contracting action such as 1) actions that include both Foreign Military Sales and non-FMS requirements, 2) actions that include more than one contract type, 3) actions that combine DoD and civilian requirements

Length: 3

Required: Optional

1E Solicitation Identifier

Definition: Identifier used to link transactions in FPDS-NG to solicitation information.

Instruction: Enter the Solicitation Identifier as in BOS (FedBizOpps.)

Length: Variable (Maximum 25 characters)

Required: Optional

1F Agency Identifier

Definition: Identifier used to link agency in FPDS-NG to award information.

The VA Agency Identifier is 3600

1G Referenced IDV Modification Number

Instruction: Report the Modification number of the IDV against which the order is placed. When reporting the initial load of a BPA under a FSS, report the modification number associated with FSS contract number. Leave blank if the base IDV is to be referenced

1H Referenced IDV Agency Identifier

Instruction: Report the agency ID for the IDV against which the order is placed. When reporting the initial load of a BPA under a FSS, report the agency ID associated with FSS contract number. Leave blank if the IDV is unique, and agency ID is not required to uniquely identify the delivery vehicle

2 Dates

2A Date Signed

Definition: The date that a mutually binding agreement was reached. The date signed by the Contracting Officer or the Contractor, whichever is later.

Instruction: Enter the date that the transaction was signed. For a bilateral transaction, this is the later of the date signed by the Contractor or the Contracting Officer. For a unilateral transaction, this is the date signed by the Contracting Officer.

FAR/: FAR 4.601(b)(1)

VA Enter the date of this transaction, not the base IDV referenced. The date signed must be in the fiscal year the transaction is to be reported against. FY 2006 transactions must have a date signed of 10/01/2005 or later.

2B Effective Date

Definition: The date that the parties agree will be the starting date for the contract's requirements. Usually, this is the same as the date signed but may be different. For example, the effective date may be delayed to avoid major holidays or to coincide with the availability of funds; it may be "post dated" to recognize that the contractor started work before the formal agreement was signed.

Instruction: Enter the effective date agreed to by the parties, otherwise leave blank.

FAR: FAR 4.601(b)(1)

2C Current Completion Date

Definition: The completion date of the base contract plus options that have been exercised.

Instruction: Report the contract completion date based on the schedule in the contract. For an initial award, report the scheduled completion date for the base contract and for any options exercised at time of award. For modifications that exercise options, report the revised scheduled completion date for the base contract including exercised options.

2D Ultimate Completion Date

Definition: The estimated or scheduled completion date including the base contract or order and all options (if any) whether the options have been exercised or not.

Instruction: Enter the mutually agreed upon contract completion date for the entire contract or order including all options or other modifications. For a delivery order, this refers to the delivery order completion only, not the referenced indefinite delivery vehicle.

2E Indefinite Delivery Vehicle Last Date to Order

Definition: Last date on which an order may be placed against this indefinite delivery vehicle.

Instruction: Enter the last date to place an order.

3 Dollar Values

3A Ultimate Contract Value

Screen Name: Change in Base and All Options Value

Definition: It is the mutually agreed upon total contract or order value including all options (if any). For Indefinite Delivery Vehicles, the estimated value for all orders expected to be placed against the vehicle. For modifications, the change (positive or negative, if any) in the mutually agreed upon total contract value.

Instruction: For a new award: 'Enter the mutually agreed upon total estimated contract or order value (in dollars and cents) including the base contract and all options (if any).' For an indefinite delivery vehicle: 'Enter the total estimated value (in dollars and cents) for all orders that are expected to be placed against this contract.' For modifications: 'Enter the CHANGE (positive or negative, if any) in the mutually agreed upon total contract value (in dollars and cents).'

FAR: FAR 4.601(b)(4)

Format: Currency (Dollar value – numeric. Decimal point is required before cents. Minus sign required for negative values.)

Required: Mandatory

3B Current Contract Value

Definition: The contract value for the base contract and any options that have been exercised.

Instruction: For a new award: 'Enter the total value (in dollars and cents) of the base contract plus all options (if any) that have been exercised at the time of award.' For a modification: 'Enter the CHANGE (positive or negative, if any) in the current contract value that result from this modification.'

FAR/: FAR 4.601(b)(4)

Format: Currency (Dollar value - numeric. Decimal point is required before cents. Minus sign required for negative values.)

Required: Mandatory for Awards and Modifications.

3C Dollars Obligated

Definition: The amount that is obligated or de-obligated by this transaction.

Instruction: Enter the net amount of funds (in dollars and cents) obligated or de-obligated by this transaction. If the net amount is zero, enter zero. If the net amount is a de-obligation, enter a minus sign in addition to the net amount.

FAR/: FAR 4.601(b)(4)

Format: Currency (Dollar value - numeric, optionally allowing \$ symbol, and comma. Decimal point is required before cents. Minus sign required for negative values.)

Required: Mandatory for Awards and Modifications.

4 Purchaser Information

4A Contracting Agency Code

Definition: The FIPS Pub. 95 code for the agency of the contracting office that executed or is otherwise responsible for the transaction.

Instruction: Enter the code from FIPS Pub. 95 that identifies the agency of the contracting office.

FAR/: FAR 4.601(a); FAR 4.601(c)(2)

Required: Mandatory or System Generated

VA: 3600 is the valid VA code This will be filled from your login information

4B Contracting Office Code

Derivation: Initialize from login information

Definition: The agency supplied code of the contracting office that executes the transaction.

Instruction: If the default code is not appropriate, enter the code for the contracting office that executed or is otherwise responsible for the transaction.

FAR/: FAR 4.601(a); FAR 4.601(c)(2)

Length: Variable (Maximum 6 characters)

Values: Must be a valid code from the FPDS-NG Contracting Office Code

Table

VA: FOR VHA, ENTER THE VISN CONTRACTING OFFICE CODE if you wish to track acquisitions at the VISN level

4C Program/Funding Agency - Code

Definition: The FIPS Pub. 95 code for the agency that provided the preponderance of the funds obligated by this transaction.

Instruction: If funding for this transaction was provided by another agency, enter the code from FIPS Pub. 95 that identifies the agency that provided the preponderance of the obligated funds. Otherwise leave blank.

4D Program/Funding Office - Code

Definition: The funding agency provided code that identifies the office (or other organizational entity) that provided the preponderance of funds. If the Funding Agency is a non-DOD agency, the code is defined by the agency. If the Funding Agency is a DOD agency, the code is the DOD Activity Address Code (DODAAC).

Instruction: Obtain the code to report from the office (or other organizational entity) that is funding this transaction.

Values: Must be a valid code from the FPDS-NG Funding Office Code Table

4E Reason for Purchase (Reason for Inter-Agency Contracting)

Definition: A code that indicates why a civilian agency made a purchase for DoD.

Instruction: When the contracting agency or the funding agency is DOD and this procurement is for computer hardware or services, select a value for the reason certified by the funding office.

FAR/: FAR 16.505(b)(2)

Required: Optional within the constraints of the Instruction above. Mandatory if the funding agency is DoD.

Values:

A Convenience and Economy Report this code if the Department of Defense program office has certified that the purchase was made under the Economy Act.

B Expertise Report this code if the Department of Defense program office has certified that the servicing agency is better qualified to enter into and administer the contract due to capabilities or expertise at the servicing agency not found with the Department of Defense.

C Specifically Authorized Report this code if the Department of Defense program office has certified that the servicing agency is specifically authorized by law or regulation to purchase the goods or services on behalf of other agencies.

D Authorized by Executive Order Report this code if the Department of Defense program office has certified that the purchase is specifically authorized by Executive Order.

E Modification or Extension Report this code if the Department of Defense program office has certified that the purchase is a modification or extension of an existing order under a multiple award contract and meets the criteria in FAR 16.505(b)(2).

F Other Report this code if the Department of Defense program office has certified a reason not cited above.

4F Contract Full / Partially Funded by Foreign Government or International Organization

Definition: Indicates that a foreign government, international organization, or foreign military organization bears some of the cost of the acquisition.

Instruction: If a foreign government or international organization bears some of the cost of the acquisition (this includes Foreign Military Sales), enter Y. Otherwise enter N.

FAR/: FAR 4.601(b)(2)

Required: Mandatory

Values:

Y Yes Check the box when the action is under a foreign military sales arrangement, or under any other arrangement when a foreign country or international organization is bearing the cost of the acquisition.

N No Leave Blank

5 Contract Marketing Data

NOTE: These items are intended to meet the requirement of proposed FAR Subpart 5.6 and will be updated, as needed, as that data reporting requirement is solidified.

5A Web Site URL

Definition: The web site URL for inter agency Indefinite Delivery Vehicles

Instruction: Enter the web site URL where users may go to get more information on the contract or program.

Length: Variable (Maximum 100 characters)

Required: Optional for single agency Indefinite Delivery Vehicles. It is mandatory for government wide Indefinite Delivery Vehicles.

5B Who Can Use

Definition: Agencies that may place orders against this indefinite delivery vehicle.

Instruction: For initial award of an IDV, enter one of the specified code words. Certain code words require a list of agencies that may order from the IDV.

Required: Mandatory for initial load of an IDV

Values:

"Only My Agency" Only the agency awarding the contract may place orders.

"All Agencies" All Federal Government agencies may place orders against the contract.

"Defense" Only Department of Defense agencies may place orders against the contract

"Civilian" Only civilian agencies may place orders against the contract.

"Codes:" Only the agencies with the FIPS 95 codes listed in a comma-separated list.

"Other:" Provide a text statement of which agencies may place orders against the contract.

5C Maximum Order Limit

Definition: Maximum dollar amount that can be applied to a single order against the Indefinite Delivery Vehicle.

Instruction: If this action is an initial load of an IDV, then enter the maximum dollar amount that can be applied to a single order against the IDV. If there is no maximum order limit, enter 0.00.

Format: Currency (Dollar value - numeric allowing \$ symbol, comma, period, and minus sign.)

Length: 20

Required: Mandatory.

5D Fee for Use of Service

Definition: List of administrative fees charged for using an Indefinite Delivery Vehicle other than Federal Supply Schedule (FSS) Vehicle. The fees can be one of the following format: 1) Fixed, 2) Range - Varies by amount, and 3) Range - Varies by Other Factor.

Required: Mandatory for initial load of IDV

Values:

FIX Fixed

RVA Range - Varies by Amount

RVO Range - Varies by Other Factor

NO No Fee

5E Fixed Fee Value

Definition: The value if "Fixed Fee" is chosen for Fee for Use of Service (5D).

Format: Percent

Length: 4

Required: Mandatory for initial load of IDV if "Fixed Fee" is selected for 5D.

5F Fee Range Lower Value

Definition: The lower value if "Range" (RVA, RVO) is chosen for Fee for Use of Service (5D).

Length: 4

Required: Mandatory for initial load of IDV if "Range" (RVA, RVO) is selected for 5D

5G Fee Range Upper Value

Definition: The upper value if "Range" is chosen for Fee for Use of Service (5D).

Format: Integer

Length: 4

Required: Mandatory for initial load of IDV if "Range" is selected for 5D

5H Ordering Procedure

Instruction: For initial load of IDV, describe ordering procedures, unless included in the government website listed in the "Web Site URL" data element (5A).

Length: Variable (Maximum 1000 characters)

Required: Optional if Web Site URL (Data Element 5A) is provided, otherwise mandatory.

5J Fee Paid for Use of IDV

Definition: Actual fee paid in order to use the IDV.

Instruction: Enter the fee paid (if any) to the IDV Awarding Agency as a consequence of placing the order.

Format: Currency (Dollar value - numeric, optionally allowing \$ symbol, and comma. Decimal point is required before cents. Minus sign required for negative values.)

Required: Yes, Applies only to DO and BPA Call, but not a DO against FSS.

6 Contract Information

6A Type of Contract

Definition: The type of contract as defined in FAR Part 16 that applies to this procurement.

Instruction: Enter the code that best describes the contract type.

FAR/: FAR Part 16; 253.204-70(c)(5)

Required: Mandatory

Values:

The following apply to all Awards and IDVs

- A Fixed Price Redetermination
- B Fixed Price Level of Effort
- J Fixed Price
- K Fixed Price with Economic Price Adjustment
- L Fixed Price Incentive
- M Fixed Price Award Fee
- R Cost Plus Award Fee
- S Cost No Fee
- T Cost Sharing
- U Cost Plus Fixed Fee
- V Cost Plus Incentive
- Y Time and Materials
- Z Labor Hours

The following apply to IDVs only:

- 1 Order Dependent (IDV allows pricing arrangement to be determined separately for each order)

The following apply to Awards only:

- 2 Combination (Applies to Awards where two or more of the above apply)
- 3 Other (Applies to Awards where none of the above apply)

6B Letter Contract

Definition: Designates whether the award is a Letter Contract.

Instruction: click for YES if the award is a Letter Contract. Leave blank for NO

Required: Mandatory for Stand Alone Contract.

**USE OF LETTER CONTRACTS IS VERY RARE PLEASE DOUBLE CHECK WITH
A SUPERVISOR BEFORE CHECKING THIS BOX**

6C Multiyear Contract

Definition: A multi-year contract means a contract for the purchase of supplies or services for more than 1, but not more than 5, program years. **Such contracts are issued under specific congressional authority for specific programs.** A multi-year contract may provide that performance under the contract during the second and subsequent years of the contract is contingent upon the appropriation of funds, and (if it does so provide) may provide for a cancellation payment to be made to the contractor if appropriations are not made. **The key distinguishing difference between multi-year contracts and multiple year contracts is that multi-year contracts buy more than 1 year's requirement (of a product or service) without establishing and having to exercise an option for each program year after the first.**

Instruction: Click for YES when the definition for multiyear contract applies. Do not report contracts containing options as multiyear unless the definition above applies to the contract. Leave blank for NO

FAR/: FAR 17.103

Required: Mandatory for DoD and selected civilian agencies

6D Type of IDC

Definition: Identifies whether the IDC or Multi-Agency Contract is Indefinite Delivery/Requirements, Indefinite Delivery/Indefinite Quantity, or Indefinite Delivery/Definite Quantity.

A requirements contract provides for filling all actual purchase requirements of designated Government activities for supplies or services during a specified contract period, with deliveries or performance to be scheduled by placing orders with the contractor.

A Requirements IDC or Multi-Agency Contract is a contract for all of the agency's requirement for the supplies or services specified, and effective for the period stated, in the IDC or Multi-Agency Contract. After award, the contract is a mandatory source for the agency for the supplies or services specified. The quantities of supplies or services specified in the IDC or Multi-Agency Contract are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

An indefinite-quantity contract provides for an indefinite quantity, within stated limits, of supplies or services during a fixed period. The Government places orders for individual requirements. Quantity limits may be stated as number of units or as dollar values.

An Indefinite-Quantity is a contract for the supplies or services specified, and effective for the period stated, in the IDC or Multi-Agency Contract. The quantities of supplies and services specified in the IDC or Multi-Agency Contract are estimates only and are not purchased by this contract.

A definite-quantity contract provides for delivery of a definite quantity of specific supplies or services for a fixed period, with deliveries or performance to be scheduled at designated locations upon order.

A Definite Quantity IDC or Multi-Agency Contract is a definite-quantity, indefinite-delivery contract for the supplies or services specified, and effective for the period stated, in the IDC or Multi-Agency Contract.

Instruction: Enter the code from the list for the initial load of an Indefinite Delivery Contract (IDC) or Multi-Agency Contract, but not for Government-Wide Acquisition Contracts (GWACs). If this data element is completed, then users will be prompted to report the next two data elements.

FAR/: FAR 52.216-20; FAR 52.216-21; FAR 52.216-22

Values:

- A Indefinite Delivery / Requirements
- B Indefinite Delivery / Indefinite Quantity
- C Indefinite Delivery / Definite Quantity

6E Multiple or Single Award IDC

Definition: Indicates whether the contract is one of many that resulted from a single solicitation, all of the contracts are for the same or similar items, and contracting officers are required to compare their requirements with the offerings under more than one contract or are required to acquire the requirement competitively among the awardees.

Instruction: Enter the appropriate code from the list.

FAR/: FAR 16.5

Values:

- M Multiple Award Enter code M if the contract is one of several awarded under a single solicitation when contracting officers are required to compare or compete their requirements among several vendors.
- S Single Award Enter code S when the contract does not meet the definition of a multiple award contract.

6F Performance-Based Service Contract

Definition: Indicates whether the contract is a PBSC as defined by FAR 37.601. A PBSC -

- a. Describes the requirements in terms of results required rather than the methods of performance of the work;
- b. Uses measurable performance standards (i.e., terms of quality, timeliness, quantity, etc.) and quality assurance surveillance plans (see 46.103(a) and 46.401(a));
- c. Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see 46.407); and
- d. Includes performance incentives where appropriate.

For FPDS reporting purposes, a minimum of 80% of the anticipated obligations under the procurement action must meet the above requirements.

FAR/: FAR 37.601 OMB memo Sept 7, 2004

Values:

- Y This is a contract for services and 40% or more of the requirement is specified as a performance requirement.
- N This is a contract for services and less than 40% of the requirement is specified as a performance requirement.
- * Not Applicable

6G Major Program

Definition: The agency determined code for a major program within the agency. For an Indefinite Delivery Vehicle, this may be the name of a GWAC (e.g., ITOPS or COMMITS).

Instruction: If your agency has designated 'Major Programs' and this award is part of such a program, enter the code for the Major Program for this award.

Values: **Established by Agencies**

6H Contingency, Humanitarian, or Peacekeeping Operation

Definition: A designator of contract actions that exceed \$200,000 and support a contingency operation, a humanitarian operation or a peacekeeping operation.

Instruction: If the award is over \$200,000 and the action is in support of a contingency, humanitarian, or peacekeeping operation, then enter the appropriate code. Otherwise leave blank.

Values:

A Contingency operation as defined in 10 U.S.C. 101(a)(13)

B Humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(8)

Blank If A or B does not apply

6J Cost or Pricing Data

Definition: A designator if cost or pricing data was obtained, not obtained or waived for DoD assigned contracts.

Instruction: For DoD contracts, enter the code that indicates whether cost or pricing data was obtained and certified, not obtained or waived.

Required: Mandatory for DoD

Values:

N No

W Not Obtained - Waived

Y Yes

6K Contract Financing

Definition: Type of financing used to effect payment (progress payments, advance payments, etc.).

Instruction: Enter the code that best indicates whether or not progress payments, advance payments, or other financing methods were used.

FAR/: FAR 52.232-16

Required: Mandatory for DoD

Values:

A FAR 52.232-16 Progress Payments

C Percentage of Completion Progress Payments

D Unusual Progress Payments or Advance Payments

E Commercial Financing

F Performance-Based Financing

Z Not Applicable

6L Cost Accounting Standards Clause

Definition: Indicates whether the contract includes a Cost Accounting Standards clause.

Instruction: Enter code Y if the contract includes a Cost Accounting Standards clause (see FAR Part 30). Otherwise, enter N.

FAR/: FAR Part 30

Y Cost Accounting Standards clause is included in contract.

N Cost Accounting Standards clause is not included in contract.

FPDS Legacy: Currently collected for DoD; PEC approved

6M Description of Requirement

Definition: A brief description of the contract or award

Instruction: Enter a brief description of the goods or services that you are buying or for an Indefinite Delivery Vehicle, a brief description of the goods or services available.

Length: Variable (Maximum 4000 characters)

Required: Mandatory

6N Purchase Card as Payment Method

Definition: Indicates whether the method of payment under an award is the Purchase Card. Agencies may issue formal contract documents and make payment using the Purchase Card. It is also permitted that agencies may report Purchase Card purchases.

Instruction: Enter Y if a Purchase Card was or will be used to pay the contractor. This does not apply to Indefinite Delivery Vehicles.

Values:

Y Yes Payments made using the Purchase Card

N No Payments made by methods other than the Purchase Card

6O Program Acronym

Definition: The short name or title used for a GWAC or other contracting program. Examples include COMMITS, ITOPS, SEWP.

6Q Number of Actions

Definition: The number input by the agency that identifies number of actions that are reported in one modification

Instruction: When reporting new contracts or modifications to contracts, agreements, or orders, report the number of actions that involved contract modifications for additional supplies or services

6R National Interest Action

Definition: A code that represents the national interest for which the contract is created.

Values: Hurricane Katrina
Hurricane Wilma
Hurricane Ophelia
Hurricane Rita
None

7 Legislative Mandates

7A Clinger-Cohen Act Planning Compliance

Definition: A code indicating the funding office has certified that the information technology purchase meets the planning requirements in 40 USC 1422 and 1423.

Instruction: When the contracting agency or the funding agency is DOD and this procurement is for computer hardware or services, select a value certified by the funding office as to whether the planning requirements have been met.

40 USC 1422 and 1423

Values: Click the box for Yes
Leave blank for NO

7B Walsh-Healey Act

Definition: Indicates whether the transaction is subject to Walsh Healey Act.

Instruction: Click the box for Yes, if the transaction is subject to Walsh Healey Act, leave blank for NO

Required: Mandatory.

7C Service Contract Act

Definition: Indicates whether the transaction is subject to Service Contract Act.

Instruction: Enter Yes, if the transaction is subject to Service Contract Act, otherwise enter No.

Values: Click the box for Yes Leave blank for NO

7D Davis-Bacon Act

Definition: Indicates whether the transaction is subject to Davis Bacon Act.

Instruction: Enter Yes, if the transaction is subject to Davis Bacon Act, otherwise enter No.

Values: Click the box for Yes Leave blank for NO

7E Economy Act

Definition: Indicates whether the transaction is subject to Economy Act.

Instruction: For initial load of Multi-Agency Contract or other IDC, enter Yes, if the award is authorized pursuant to the Economy Act, otherwise enter No.

Required: Mandatory

Values: Click for Yes Report this code if the transaction is subject to Economy Act. Leave blank for NO

7F Other Statutory Authority

Definition: Indicates whether the transaction is subject to other statutory authority.

Instruction: **For initial load of Multi-Agency Contract or other IDC, enter the citation for the law or FAR reference, if the award is authorized pursuant to legislation other than the Economy Act.**

8 Product or Service Information

8A Product or Service Code

Definition: The code that best identifies the product or service procured. Codes are defined in the Product and Service Codes Manual.

Instruction: Pick the code that best identifies the product or service procured. If more than one code applies, then report the code that represents most of the ultimate contract value.

FAR/: FAR 4.601(b)(3)

Values: must be a valid code from the PSC manual

8B Program, System, or Equipment Code

Definition: Two codes that together identify the program and weapons system or equipment purchased by a DOD agency. The first character is a number 1-4 that identifies the DOD component. The last 3 characters identify that component's program, system, or equipment.

Instruction: Enter the code for the DOD component followed by the code established for that component for the program, system, or equipment that this transaction is related to.

8C Product Service Code Description

FPDS-NG will display the description

8F DoD Claimant Program Code

Definition: A claimant program number designates a grouping of supplies, construction, or other services.

Instruction: Enter the appropriate code from the DoD Procurement Coding Manual Section III, DoD Claimant Program Number

FAR/: FAR 4.601(b)(4)

8G NAICS

Definition: The North American Industry Classification System (NAICS) codes designate major sectors of the economies of Mexico, Canada, and the United States.

Instruction: Report the code that was used in the solicitation.

FAR/: FAR 4.601(b)(4); FAR19.303

Values: Must be a valid code from the NAICS table.

The NAICS categories may be found online at

<http://www.census.gov/epcd/www/naics.html>

8H Information Technology Commercial Item Category

Definition: A code that designates the commercial availability of an information technology product or service.

Instruction: When the contracting agency or the funding agency is DOD and this procurement is for computer hardware or services, select a value certified by the funding office as to the commercial nature of the products or services.

FAR/: FAR 2.101; FAR 4.601(b)(4)

Values:

A Commercially Available Report this code if the item meets the definition of commercial item in FAR 2.101, does not require any modifications and is available in the commercial marketplace.

B Other Commercial Item Report this code if the item meets the definition of commercial item in FAR 2.101, but requires minor modifications, or is not yet available in the commercial marketplace, but will be in time to meet our needs.

C Non-developmental Item Report this code if the item meets the definition of a non-developmental item in FAR 2.101 ((1) any previously developed item of supply used exclusively for governmental Federal agency, purposes by a state or local government, or foreign government with which the United States has a mutual defense cooperation agreement, (2) is used as a paragraph (1) but requires only minor modifications or modifications of a type customarily available in the commercial market).

D Non-Commercial Item Report this code if the item does not meet the Definitions of commercial item or non-developmental item in FAR 2.101.

E Commercial Service Report this code if the item meets the definitions of commercial service in FAR 2.101 (services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific service performed).

F Non-Commercial Service Report this code for all other services.

Blank Not IT Products or Services

8J GFE / GFP

Definition: The contract uses equipment or property furnished by the government, pursuant to FAR 45.

Instruction: Enter Y if the contract uses GFE or GFP. Otherwise enter N.

FAR/: FAR Part 45

Value: Click for Yes GFE or GFP is provided pursuant to FAR 45 Leave blank for NO

8K EPA-Designated Product(s)

Definition: The Resource Conservation and Recovery Act (RCRA), Section 6002 and Executive Order 13101 require the purchase of Environmental Protection Agency (EPA) EPA-designated products with a required minimum recovered material content as described in an agency's Affirmative Procurement Program (APP). This list of EPA-designated products is available at <http://www.epa.gov/cpg/products.htm>. This requirement applies to all contracts that require EPA-designated products.

Instruction: When purchasing products on the EPA Designated Products List without the required minimum recovered material content, a written justification based on exception codes B, C, or D below is required by FAR 23.405(c). If more than one exception applies or more than one justification was completed, report the predominant exception code or the code for the highest cost EPA-designated item for which a justification was completed. Select the appropriate code.

FAR/: FAR 23.405(c)

Values:

A Meets Requirements EPA-designated product or products were purchased and all contained the required minimum recovered material content.

B Justification - Time EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) competitively within a reasonable time (FAR 23.405(c)(1)).

C Justification - Price EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) at a reasonable price (FAR 23.405(c)(2)).

D Justification - Performance EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) to reasonable performance standards in the specifications (FAR 23.405(c)(3)).

E Not Required No EPA-designated product(s) were required.

8L Recovered Material Clauses

Definition: Designates whether Recovered Material Certification and/or Estimate of Percentage of Recovered Material Content for EPA-Designated Products clauses were included in the contract.

Instruction: When EPA-Designated Product(s) is coded A, B, C, or D, enter one of the following codes. Otherwise, leave Recovered Material Clauses blank.

FAR/: FAR 23.406; FAR 52.223-4; FAR 52.223-9

Values:

A FAR 52.223-4 Included The solicitation included the provision at FAR 52.223-4, Recovered Material Certification.

B FAR 52.223-4 and The solicitation included the provision at FAR 52.223-4, Recovered Material Certification,

FAR 52.223-9 Included and the contract includes the clause at FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products.

C No Clauses Included Neither clause is included in the contract.

8M Sea Transportation

Definition: A code designating whether the contractor anticipates some of the supplies may be transported by sea.

Instruction: Enter Y when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c)(2), Offeror Representations and Certifications - Commercial Items, indicates that the contractor anticipates that some of the supplies being provided may be transported by sea.

Values:

Y Yes Positive Response to 252.247-7022 or 252.212-7000(c)(2)

N No Negative Response to 252.247-7022 or 252.212-7000(c)(2)

U Unknown No response or Provision Not Included in Solicitation

Blank NA Not DoD or Business Type = Federal Agency or How Competed indicates Simplified Acquisition Procedures

8N Contract Bundling

Definition: Designates that the value of the contract, including all options, is expected to exceed \$5M and the contracting officer determines this contract action is a result of consolidating two or more requirements previously solicited, provided or performed under separate small contracts into a solicitation for a single contract likely to be unsuitable for award to a small business concern.

Indicates the reason why the agency bundled contract requirements

Instruction: Enter the code that best represents the agency's reason for bundling contract requirements.

FAR/: FAR 2.101; FAR 4.601(e); FAR 19.2; FAR 7.107; OMB Circular A-76

Required: Mandatory when the Ultimate Contract Value exceeds \$5M, otherwise not reportable

Values:

A Mission Critical Enter Code A if the agency has determined that the consolidated of requirements is critical to the agency's mission, but the measurably substantial benefits do not meet the thresholds set forth in the FAR 7.107 to determine that the consolidation is necessary and justified.

B OMB Circular A-76 Enter code B if the agency used the OMB Circular A-76 process to determine that the consolidation of the requirements is necessary and justified rather than applying the substantial benefits analysis required by FAR 7.107

C Other Enter Code C when the requirement is "bundled" and Codes A and B do not apply

D Not a bundled requirement

8P Consolidated Contract

Definition: Indicates whether the contract is a consolidated contract. This is only required if the Funding Agency or the contracting agency is a DOD Agency

Instruction: If the contract is a consolidated contract, enter Y otherwise enter N

9 Contractor Data

9A DUNS Number

Definition: The DUNS number of the contractor. Used as a key to CCR. Maps to the DUNS Number or DUNS + Four in CCR. Will be selected from the list of contractor Names and addresses.

Instruction: Report the DUNS number for the contractor location that received the award. NOTE: The contractor must be registered in the CCR.

FAR/: FAR 4.601(b)(2); FAR 4.602(d); FAR 4.603(a)

Values: **Must be in CCR.**

9B Contractor Name from Contract

Definition: The name of the contractor supplying the product or service as it appears on the contract.

Instruction: Enter the name as it appears on the contract.

FAR/: FAR 4.601(b)(2)

9C Principal Place of Performance

Instruction: Select the appropriate code from the FPDS-NG list. Ensure that all selections from Puerto Rico are chosen from the US listing, do not mark these as foreign.

9E Country of Origin

Definition: Identifies the country of origin.

Instruction: If the product being procured is a domestic end product, enter US. If the product is not a domestic end product, enter the FIPS Pub. 10 country code that designates the preponderance of the foreign content.

Required: Mandatory

Values: FIPS 10 Code

9H Place of Manufacture

Definition: When product has substantial foreign components or services are performed by foreign entities, this field indicates whether the contract is still technically a U.S. contract.

Required: Mandatory for DoD

Values:

A U.S. The action is for (i) A foreign end product that is manufactured in the United States but still determined to be foreign because 50 percent or more of the cost of its components is not mined, produced, or manufactured inside the United States or inside qualifying countries; or (ii) Services performed in the United States by a foreign concern.

B Foreign The action is for (i) Any other foreign end product; or (ii) Services performed outside the United States by a foreign concern.

Blank NA If neither U.S. or Foreign

9J CCR Exception

Definition: The reason a vendor/contractor not registered in the mandated CCR system may be used in a purchase.

Instruction: FAR 4.1102, Policies, require that prospective contractors be registered in CCR to be eligible for contract award.

Values: There are seven exceptions:

- (1) Purchases that use a government-wide commercial purchase card as both the purchasing and payment mechanism, as opposed to using the purchase card only as a payment method.
- (2) Classified contracts (see 2.101) when registration in the CCR database, or use of CCR data, could compromise the safeguarding of classified information or national security.
- (3) Deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or

peacekeeping operations as defined in 10 U.S.C. 2302(7);

- (4) Contracting Officers in the conduct of emergency operations, such as responses to natural or environmental disasters or national or civil emergencies, e.g., Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121)
- (5) Contracts to support unusual or compelling needs (see 6.302-2.
- (6) Awards made to foreign vendors for work performed outside the United States, if it is impractical to obtain CCR registration.
- (7) Micro-purchases that do not use the electronic funds transfer (EFT) method for payment and are not required to be reported (see subpart 4.6).
- (8)

9K Zip Code - Place of Performance

Definition: For U.S. Place of Performance indicates the ZIP Code. If the Place of Performance is U.S, enter ZIP+4 code. Otherwise, enter the postal code available for the foreign location.

The VAMC San Juan PR is considered within the US. Enter a valid zip + 4 for acquisitions within Puerto Rico.

10 Competition Information

10A Extent Competed

Definition: A code that represents the competitive nature of the contract.

Instruction: None

Values:

A	Full and Open Competition	Report this code if the action resulted from an award pursuant to FAR 6.102(a) - sealed bid, FAR 6.102(b) - competitive proposal, FAR 6.102(c) - Combination, or any other competitive method that did not exclude sources of any type
B	Not Available for Competition	Select this code when the contract is not available for competition
C	Not Competed	Select this code when the contract is not competed.
D	Full and Open Competition after exclusion of sources	Select this code when some sources are excluded before competition
E	Follow On to Competed Action	Select this code when the action is a follow on to an existing competed contract. FAR 6.302-1
F	Competed under SAT	Select this code when the action is competed under the Simplified Acquisition Threshold.
G	Not Competed under SAT	Select this code when the action is NOT competed under the Simplified Acquisition Threshold
CDO	Competitive Delivery Order	Apply to Full and Open Competition pursuant to FAR 6.1 and only apply to Delivery Orders) Report this code if the IDV Type is a Federal Schedule. Report this code when the Order delivery/task order award was made pursuant to a process that permitted each contract awardee a fair opportunity to be considered. See FAR Part 16.505(b)(1). Report this code if the action is for the award of a multiple award schedule or an order against a multiple award schedule pursuant to FAR 6.102(d)(3) and the applicable provisions referenced there under.
NDO	Non-Competitive Delivery Order	Report this code when competitive procedures are not used in awarding the delivery order for a reason not included above (when the action was non-competitive.

Cross Edits

1. When Type Set Aside is SBSA, Partial SBSA, 8A, HBCU total or partial, VSBBSA, ESB, HUBZ, SDVOSB, SDB or \$2501- 100K , EXTENT COMPETED must be competed after exclusion of sources
2. Where Type set aside is Sole source (8(a), Hubzone or SDVOSB) extent competed must be "Not available for competition"
- 3, Where type set aside is sole source the Reason not competed is 'Authorized by Statute and Extent Competed must be 'Not Available for Competition'

10B Competitive Procedures Deleted for FY 05**10C Reason Not Competed**

Definition: The designator for solicitation procedures other than full and open competition pursuant to FAR 6.3.

Instruction: Enter the code that most appropriately defines the reason the action was not competed.

FAR/: FAR 4.601(c); FAR 6; FAR 8.404(b)(4); FAR 8.7; FAR 13; FAR 16.505(b); FAR 19.8; FAR 19.13; 219.811

Values:

Use these values as reason for other than full and open competition.

UNQ	Unique Source	Report this code if the action was justified pursuant to FAR 6.302-1(b)(1)
FOC	Follow-on contract	For a Stand Alone Contract, report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(ii) or FAR 6.302-1(a)(2)(iii).
UR	Unsolicited Research Proposal	Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(i).
PDR	Patent/Data Rights	Report this code if the action was justified pursuant to FAR 6.302-1(b)(2).
UT	Utilities	Report this code if the action was justified pursuant to FAR 6.302-1(a)(2) and FAR 6.302-1(b)(3) and the source is a regulated utility for which no competition is available.
STD	Standardization	Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).
ONE	Only One Source – Other	Report this code if the action was justified pursuant to FAR 6.302-1 situation other than the examples cited above.
URG	Urgency	Report this code if the action was justified pursuant to FAR 6.302-2.
MES	Particular Sources Mobilization, Essential R&D Capability or Expert Services	Report this code if the action was justified pursuant to FAR 6.302-3(a)(2).
IA	International Agreement	Report this code if the action was justified pursuant to FAR 6.302-4.
OTH	Authorized by Statute and not listed above	Report this code if the action was justified pursuant to FAR 6.302-5 and a specific Not Listed Above program is not listed above.
RES	Authorized for Resale	Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).
NS	National Security	Report this code if the action was justified pursuant to FAR 6.302-6.
PI	Public Interest	Report this code if the action was justified pursuant to FAR 6.302-7.
MPT	≤ Micro Purchase Threshold	Report this code if the action was justified pursuant to FAR 13.202

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SP2	Simplified Acquisition Procedures Non-Competitive	Report this code for a non-competitive acquisition when the simplified acquisition procedures in FAR 13.3 are used.
FPI	UNICOR	Report this code if the action was non-competitive)Contractor DUNS = 626627459 (UNICOR)
JWD	Directed to JWOD Nonprofit Agency	Report this code if the action was not available for competition)Report this code for an award directed to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) pursuant to FAR 8.7 for an item(s) on the Procurement List. FAR 8.7 implements the Javits-Wagner-Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.

Cross edits:

1. Where Extent Competed is Not Competed, Not Available for Competition or Follow On and Solicitation procedure is SAP reason not competed must be SAP not competed

10D Number of Offers Received

Definition: The number of actual offers/bids received in response to the solicitation.

Instruction: Enter the actual number of offers received.

FAR/: FAR 4.601(b)(5); FAR 4.601(d)(3); 253.204-70(c)(4)(vii)

10E Pre-Award Synopsis Requirement

Definition: A code that indicates whether the synopsis requirements of FAR Subpart 5.2 were followed.

Instruction: Report one of the following codes based on the synopsis requirements of FAR Subpart 5.2.

FAR/: FAR 4.601(c); FAR 5.2; FAR 6.302-2; FAR 12.603; 253.204-70(c)(4)(i); 253.204-70(c)(4)(ii)

Values:

Click for YesSynopsized Synopsized in accordance with FAR 5.2

Leave blank for NO Not Synopsized

10F Synopsis Waiver Exception Program expired

10G Alternative Advertising

Definition: Indicates whether the contracting officer used methods to advertise the requirement other than the advertising that is required by FAR 5.201 (**currently, by using FedBizOpps**).

Instruction: Enter Y if the contracting officer used methods in addition to or in place of those required by FAR 5.201 to advertise the requirement. Otherwise enter N.

Values Click for YES The contracting officer used methods to advertise the requirement other than the advertising that is required by FAR 5.201.

Blank for No The contracting officer did not use methods to advertise the requirement other than the advertising that is required by FAR 5.201.

10H Commercial Item Acquisition Procedures

Definition: Designates whether the solicitation used the special requirements for the acquisition of commercial items intended to more closely resemble those customarily used in the commercial marketplace as defined by FAR Part 12.

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Instruction: Report this code if the contract action is for a commercial item procured pursuant to the procedures in FAR Part 12 (Acquisition of Commercial Items) and clause 52.212-4 was included in the contract.

FAR/: FAR 4.601(d)(5); FAR 12; FAR 52.212-4; 253.204-70(c)(4)(xiv)

Required: Mandatory

Values:

Click if Yes Report this code if the procedures in FAR Part 12 were used in conjunction with FAR Part 13, FAR Part 14, or FAR Part 15.

Leave Blank for NO Report this code if Y does not apply.

10K Small Business Competitiveness Demonstration Program

Definition: Indicates whether the contract was awarded to a US business concern as a result of a solicitation issued on or after Jan 1, 1989 for the four designated industry groups or the ten targeted industry categories as part of the Small Business Competitiveness Program as defined by FAR Part 19.10.

FAR/: FAR 19.10; FAR 52.219-19, FAR 52.219-20, FAR 52.219-21, 219.10; 253.204-70(d)(4)(viii)

Source: **FPDS-NG**

Required: **System Generated**

Values:

Y Yes FPDS-NG will return Yes if Contracting Agency Code indicates a participating agency listed in FAR 19.1004 and NAICS indicates one of the Industry Groups listed in FAR 19.1005 and/or Agency-Specified Industry Categories and Referenced PIID does not point to an IDV for which IDV Type = FSS and Business Types does not indicate a governmental entity, or educational or non-profit organization and other provisions of FAR 19.10 are met.

N No FPDS-NG will return No if Yes does not apply.

10L A-76 (Fair Act) Action

Definition: Indicates whether the contract action resulted from an A-76/Fair Act competitive sourcing process.

Instruction: Click for Yes if the contract action resulted from an A-76/Fair Act competitive sourcing process Leave Blank for NO

10M Solicitation Procedures

FAR FAR 4.601(c); FAR 4.601(d)(1); FAR 6; FAR 8.404(b)(4); FAR 13.003(b)(1); FAR 16.505(b); FAR 19

NP	Negotiated Proposal	Report this code for contract award over \$100K using negotiated procedures. FAR 12, FAR, 13, FAR 15
SB	Sealed Bid	Report this code for contract award over \$100K using seal bidding procedures. FAR 14
TS	Two Step	Report this code for contract awards over \$100K that uses a combination of sealed bids and negotiated procedures. FAR 6.102 poi

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SP1	Simplified Acquisition	Report this code for a competitive acquisition when the Procedures –Competitive simplified acquisition procedures in FAR 13 are used
AE	Architect - Engineer	Report this code if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).
BR	Basic Research	Report this code if the action resulted from competitive selection of basic research proposals pursuant to FAR 6.102(d)(2).
AS	Alternative Sources	Report this code if the action resulted from the use of procedures that provide for full and open competition after exclusion of sources to reduce overall costs pursuant to FAR 6.202(a)(1), to have a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2), to establish or maintain an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3), to ensure the continuous availability of a reliable source of supply for such property or service pursuant to FAR 6.202(a)(4), to satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5), to satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).
SP2	Simplified Acquisition Procedures -Non-Competitive	Report this code if the action was non-competitive and only to Delivery Orders) Report this code for a non-competitive acquisition of commercial items when the simplified acquisition procedures in FAR 13 are used. (when the action was non-competitive and only to Delivery Orders)Report this code for a non-competitive acquisition of commercial items when the simplified acquisition procedures in FAR 13 are used.

Cross Edits for Solicitation Procedures:

1. Where Research 10Q is “SBIRs and STTRs” The solicitation procedure must be “Negotiated Proposal”
2. Where there is a type set aside, there must be a solicitation procedures selected.

10N Type Set Aside

FAR/: FAR 19.502-2, FAR 19.805-2, 19.502-3, FAR 19.9, FAR 19.10, FAR 19.1305, FAR 19.1405, FAR 19.1306, FAR 19.1406, FAR 19.8, and FAR 13

NONE	No set aside used.	Report this code if the contract award was not a socio-economic program set-aside.
SBA	Small Business Set-Aside -- Total	Report this code for a small business set-aside (excluding Small Business Innovation Research (SBIR)) made pursuant to FAR 19.502-2.
8A	8a Competed	Report this code for an 8a award pursuant to FAR 19.805-2
SBP	Small Business Set-Aside -- Partial	Report this code for a partial small business set aside made pursuant to FAR 19.502-3.
HMT	HBCU or MI Set-Aside -- Total	Report this code for an award directed to a Historically Black College/University or Minority Institution per DFARS 226.7003
HMP	HBCU or MI Set-Aside -- Partial	Report this code for contract awards directed to Historically Black College/University of Minority Institution per DFARS 235.016
ESB	Emerging Small Business Set-Aside	Enter this code if the action was an emerging small business reserve award (set-aside) within a designated industry group under the Small Business Competitiveness Demonstration Program (see FAR Subpart 19.10).
HZC	HUBZone Set-Aside	Report this code if the award was made to a HUBZone small business concern after being competed among only HUBZone small business concerns. See FAR 19.1305.
SDVOSBC	Service Disabled Veteran Owned Small Business Set-Aside	Report this code for contract awards exceeding the micro purchase threshold set-aside for competition restricted to service-disabled veteran-owned small business concerns. FAR.19.1405
BI	Buy Indian	Report this code if applicable. This code is authorized for use only by the Department of Interior and the Department of Health and Human Services (Indian Health Service).
HZC	HUBZone Sole Source	Report this code if the award was made through noncompetitive procedures to a HUBZone small business concern under the authority of FAR 19.1306.
SDVOBS	SDVOSB Sole Source	Report this code for contract awards exceeding the micro purchase threshold set-aside for non competitive award to service-disabled veteran-owned small business concerns. FAR 19.1406
8AN	8(a) Sole Source	Report this code for actions with the Small Business Administration pursuant to FAR 19.8, or directly with an 8(a) contractor pursuant to a memorandum of understanding between the SBA and the reporting agency per 219.811
RSB	Reserved for Small Business \$2501 to 100K	Report this code if awards exceeds the micro-purchase threshold but does not exceed the simplified acquisition threshold. FAR 13
8AC	8(a) SDB Set-Aside	Report this code for a small disadvantaged business award made under a competitive 8(a) preference program pursuant to FAR 19.800(d).
HS3	8(a) with HUBZone	Report this code when the primary preference program was 8(a) and priority was Priority given to the 8(a) concern that was also a HUBZone small business concern. See FAR 19.800(d).

10P Evaluated Preference

FAR 19

NONE	No Preference used	Report this code if no evaluation preference was used in this action
SDA	SDB Price Evaluation Adjustment	Report this code for an award made through full and open competition with award to a small disadvantaged business as a result of the application of a price evaluation adjustment pursuant to FAR 19.11.

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SPS	SDB Preferential Consideration Partial Set Aside	Report this code if the award was made through Full and Open Competition after Exclusion of Sources pursuant to FAR 6.2. Enter this code if the action was a partial set-aside for small business and - Partial SB Set-Aside preferential consideration resulted in an award to an SDB.
HZE	HUBZone Price Evaluation Preference	Report this code if the award was made through full and open competition with award to a HUBZone small business concern as a result of the HUBZone price evaluation preference. See FAR 19.1307
HSD	Combined HUB/SDB Preference	Report this code if the award was made through full and open competition after the application of both the HUBZone Price Evaluation Adjustment Preference (FAR 19.13) and the Small Disadvantaged Business Price Evaluation Adjustment per FAR 19.11

Cross edits

1. If there is a set aside (10N) selected, there can not be an evaluated preference selected.

10Q Research

FAR Part 35.106

SR1	SBIR Program Phase I Action	Use this code if the award was related to a Phase I contract in support of the Small Business Innovation Research (SBIR) Program.
SR2	SBIR Program Phase II Action	Use this code if the award was related to a Phase II contract in support of the Small Business Innovation Research (SBIR) Program.
SR3	SBIR Program Phase III Action	Use this code if the award was related to a Phase III contract in support of the Small Business Innovation Research (SBIR) Program
ST1	STTR Phase I	Use this code if the award was related to a Phase I contract in support of the Small Technology Transfer Research (STTR) Program
ST2	STTR Phase II	Use this code if the award was related to a Phase I contract in support of the Small Technology Transfer Research (STTR) Program
ST3	STTR Phase III	Use this code if the award was related to a Phase I contract in support of the Small Technology Transfer Research (STTR) Program

Cross edits

1. If there is a set aside (10N) selected, there can not be a research action also selected
2. If Research 10Q is “SBIRs and STTRs” The solicitation procedure must be “Negotiated Proposal”

10R Statutory Exceptions to Fair Opportunity

Instruction: Report this code when awarding a non competitive task order or delivery order exceeding \$2500.00 against an IDIQ contract

This is an OPTIONAL field.

URG	Urgency	Report this code if the action was justified pursuant to FAR 16.505 (B)(2)(i)
ONE	Only One Source – Other	Report this code if the action was justified pursuant FAR 16.505(B)(2)(ii)
FOO	Follow-on Delivery Order Following Competitive Initial Order Economy & Efficiency	Report this code if the action was justified pursuant to FAR 16.505(B)(2)(iii)
MG	Minimum Guarantee	Report this code when it was necessary to place an order to satisfy minimum amount guaranteed to the contractor. See FAR Part 16.505(b)(2)(iv).

11 Preference Programs

11A Contracting Officer's Determination of Business Size

Definition: The Contracting Officer's determination of whether the selected contractor meets the small business size standard for award to a small business for the NAICS code that is applicable to the contract.

Instruction: Report the Contracting Officer's determination of whether the selected contractor is a small business for this contract.

FAR/: FAR 19

Values:

S Small Business The Contracting Officer determines that the awardee is a small business for this procurement.

O Other than Small Business Enter O, if it is other than small business.

11B Subcontracting Plan

Definition: Subcontracting plan requirement. (See FAR Part 19.702)

Instruction: Report the code for the subcontracting requirement.

FAR/: FAR 19.702; 253.204-70(d)(4)(vii)

Values:

A Plan Not Included - No Subcontracting A Subcontracting Plan was not included in the contract because

Possibilities subcontracting possibilities do not exist (FAR 19.705-2(c))

B Plan Not Required No Subcontracting Plan was required. (Ex. The action did not meet the dollar thresholds in FAR 19.702(a))

C Plan Required - Incentive Not Included Includes a Subcontracting Plan, but does not include additional incentives (FAR 19.702(a) and FAR 19.708(c))

D Plan Required - Incentive Included Includes a Subcontracting Plan and also includes additional incentives (FAR 19.702(a), FAR 19.708(c) and 219.708(c))

11C Price Evaluation Adjustment/Preference Percent Difference

Definition: The percent difference between the award price and the lowest priced offer from a responsive, responsible non-HUBZone or non-SDB.

Instruction: Report this percent difference for HUBZone and SDB Price Evaluation Adjustment Programs. Report the percent difference between the award price and the lowest priced offer from a responsive, responsible non-SDB or non-HUBZone business. Calculate the percentage by dividing the difference (award price minus the lowest priced non-small or HUBZone business) by the lowest priced offer from a non-small business and enter it as a two-digit number rounded to the nearest percent. If no premium was paid, enter two zeros (00).

FAR/: FAR19.11; FAR19.13

Format: Percent (Range from 00 to 20)

Length: 2

Required: Mandatory

11D Reason Not Awarded to Small Disadvantaged Business

Definition: If contract was not awarded to a Small Disadvantaged Business (SDB), this designates the reason.

Instruction: If the DUNS number or the CAGE code is for a business that is not a small disadvantaged business, enter the code that best explains why a small disadvantaged business was not selected.

FPDS FY 05

FAR/: 253.204-70(d)(4)(ii)

Required: Mandatory for DOD is the contracting agency, otherwise not permitted.

Values:

A No Known SDB Source

B SDB Not Solicited There was a known SDB source, but it was not solicited.

C SDB Solicited and No Offer Received An SDB was solicited but it did not submit an offer, or its offer was not sufficient to cover the total quantity requirement so it received a separate award for the quantity offered.

D SDB Solicited and Offer was Not Low An SDB offer was not the low or most advantageous offer or an SDB was not willing to accept award of a partial small business set-aside portion of an action at the price offered by the Government.

Z Other Reason An SDB did not receive the award for any other reason.

FPDS Legacy: Currently collected; PEC approved

11E Reason Not Awarded to a Small Business

Instruction: If the Contracting Officer's Determination of Business Size is 'Other Than A Small Business', enter the code that best explains why a small business was not selected.

FAR/: 253.204-70(d)(4)(iii)

Required: Mandatory for DOD is the contracting agency, otherwise not permitted.

Access Restricted: No

Values:

A No Known SB Source

B SB Not Solicited There was a known small business source, but it was not solicited.

C SB Solicited and No Offer Received A small business concern was solicited but it did not submit an offer, or its offer was not sufficient to cover the total quantity requirement so it received a separate award for the quantity offered.

D SB Solicited and Offer was Not Low A small business offer was not the low or most advantageous offer or a small business concern was not willing to accept award of a set-aside portion of an action at the price offered by the Government.

Z Other Reason A small business did not receive the award for any other reason.

FPDS Legacy: Currently collected; PEC approved

12 Transaction Information

12A IDV Type

Definition: The type of Indefinite Delivery Vehicle being (IDV) loaded by this transaction. IDV Types include Government-Wide Acquisition Contract (GWAC), Multi-Agency Contract, Other Indefinite Delivery Contract (IDC), Federal Supply Schedule (FSS), Basic Ordering Agreement (BOA), and Blanket Purchase Agreements (BPA).

Instruction: Select the type from the Menu Screen

FAR/: FAR16; FAR38

Values:

- A GWAC Enter this code for the initial load of an IDV that is a Government-Wide Agency Contract (GWAC) approved by OMB.
- B IDC Enter this code for the initial load of an IDV that is an Indefinite Delivery Contract (IDC) for use by a single agency or for use by multiple agencies but is not a GWAC. (May also be a "Multi-Agency Contract")
- C FSS Enter this code for the initial load of an IDV that is a GSA or VA Federal Supply Schedule (FSS)
- D BOA Enter this code for the initial load of an IDV that is a Basic Ordering Agreement (BOA)
- E BPA Enter this code for the initial load of an IDV that is a Blanket Purchase Agreement (BPA)
- F Multi-Agency Contract This code is derived for reporting purposes only. This is for an IDV when IDV Type has value "B", Multiple or Single Award IDC has value "M", and Economy Act has value "Y".

12B Award Type

Definition: The type of award being entered by this transaction. Types of awards include Purchase Orders (PO), Delivery Orders (DO), BPA Calls, and Stand-Alone Contracts (SAC).

Instruction: Select the Type from the Menu screen.

Values:

- A BPA Call Enter this code for an award that is a call against a BPA
- B Purchase Order Enter this code for an award that is a Purchase Order (PO)
- C Delivery Order Enter this code for an award that is a Delivery Order or Task Order under an IDV
- D Definitive Contract\ Enter this code for an award that is a definitive contract

12C Reason for Modification

Definition: The type of modification to an award or IDV performed by this transaction.

Instruction: Select the code that most accurately describes the reason this modification was awarded.

Values:

- A Additional Work (new agreement, FAR part 6 applies)
- B Supplemental Agreement for work within scope
- C Funding Only Action
- D Change Order
- E Terminate for Default (complete or partial)
- F Terminate for Convenience (complete or partial)
- G Exercise an Option
- H Definitize Letter Contract
- J Novation Agreement
- K Close Out
- L Definitize Change Order
- M Other Administrative Action

Contractor Data

13 Contractor Data

Derivation: Look up in CCR THESE FIELDS ARE NOT ENTERABLE

Note: Contractor data is derived from CCR from the DUNS unless a CCR exception is designated

13A Contractor's TIN

Derivation: Look up in CCR: Data Elements, 'TIN - Taxpayer Identification Number' or 'Social Security Number'

Definition: The taxpayer identification number of the contractor providing the product or service. It may be the Social Security Number of the contractor.

13B	Number of Employees
13C	Annual Revenue
13D	Registration Date
13E	Renewal Date
13F	Organizational Type
13G	Country of Incorporation
13H	Parent's DUNS Number
13I	Local Government
13J	State Government
13K	Federal Government
13L	Tribal Government
13M	Emerging Small Business
13N	8(a) Program Participant
13O	Historically Underutilized Business Zone (HUBZone) Firm
13P	Small Disadvantaged Business
13Q	Sheltered Workshop (JWOD Provider)
13R	Historically Black College or University
13S	Minority Institution
13T	Educational Institution
13U	Woman Owned Business
13V	Veteran Owned Business
13W	Service-Related Disabled Veteran Owned Business
13X	Minority Owned Business
13Y	American Indian Owned Business
13Z	Asian-Pacific American Owned Business
13AA	Black American Owned Business
13BB	Hispanic American Owned Business
13CC	Native American Owned Business
13DD	Subcontinent Asian (Asian-Indian) American Owned Business
13EE	Nonprofit Organization
13FF	Very Small Business

Derivation: None, see definition.

Definition: The term very small business or VSB means a concern whose headquarters is located within the geographic area served by a designated SBA district and, together with its affiliates, has no more than 15 employees and has average annual receipts that do not exceed \$1 million. The terms, concerns, affiliates, average annual receipts, and employees have the meaning given to them

in SBA's Regulations contained in Chapter 13 of the Code of Federal Regulations.
(<http://www.sba.gov/GC/indexprograms-vsbs.html#8>)

19.902 Designated SBA district.

A designated SBA district is the geographic area served by any of the following SBA district offices:

- (1) Albuquerque, NM, serving New Mexico.
- (2) Los Angeles, CA, serving the following counties in California: Los Angeles, Santa Barbara, and Ventura.
- (3) Boston, MA, serving Massachusetts.
- (4) Louisville, KY, serving Kentucky.
- (5) Columbus, OH, serving the following counties in Ohio: Adams, Allen, Ashland, Athens, Auglaize, Belmont, Brown, Butler, Champaign, Clark, Clermont, Clinton, Coshocton, Crawford, Darke, Delaware, Fairfield, Fayette, Franklin, Gallia, Greene, Guernsey, Hamilton, Hancock, Hardin, Highland, Hocking, Holmes, Jackson, Knox, Lawrence, Licking, Logan, Madison, Marion, Meigs, Mercer, Miami, Monroe, Montgomery, Morgan, Morrow, Muskingum, Noble, Paulding, Perry, Pickaway, Pike, Preble, Putnam, Richland, Ross, Scioto, Shelby, Union, Van Wert, Vinton, Warren, Washington, and Wyandot.
- (6) New Orleans, LA, serving Louisiana.
- (7) Detroit, MI, serving Michigan.
- (8) Philadelphia, PA, serving the State of Delaware and the following counties in Pennsylvania: Adams, Berks, Bradford, Bucks, Carbon, Chester, Clinton, Columbia, Cumberland, Dauphin, Delaware, Franklin, Fulton, Huntington, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Philadelphia, Perry, Pike, Potter, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, and York.
- (9) El Paso, TX, serving the following counties in Texas: Burster, Culberson, El Paso, Hudspeth, Jeff Davis, Pecos, Presidio, Reeves, and Terrell.
- (10) Santa Ana, CA, serving the following counties in California: Orange, Riverside, and San Bernadino. (http://www.arnet.gov/far/current/html/Subpart_19_9.html)

FAR/: FAR 4.601(d)(1); FAR 4.601(d)(2); FAR 8.7; FAR 19.001; FAR 31.701; FAR 52.204-5; FAR 52.212-3(c);

13GG	Vendor Name
13HH	Vendor Doing As Business Name
13JJ	Vendor Address Line 1
13KK	Vendor Address Line 2
13LL	Vendor Address Line 3
13MM	Vendor Address City
13NN	Vendor Address State
13PP	Vendor Zip Code
13QQ	Vendor Country Code
13RR	Vendor Phone Number
13SS	Vendor Fax Number
13TT	Vendor Number of Employees
13UU	Vendor Annual Revenue
13VV	Hospital Flag

14 Contracting Office and Funding Office Data

14A Contracting/Funding Agency Code

Definition: The FIPS Pub. 95 code for the agency of the contracting office that executed or the funding office that is otherwise responsible for the transaction.

Instruction: Enter the code from FIPS Pub. 95 that identifies the agency of the contracting or funding office.

FAR/: FAR 4.601(a); FAR 4.601(c)(2)

Values: Must be a valid code from the FPDS-NG Agency Code Table and for DoD it is always DoDDAC

14B Contracting/Funding Office Code

Definition: The agency supplied code of the contracting or funding office that executes the transaction.

Instruction: If the default code is not appropriate, enter the code for the contracting or funding office that executed or is otherwise responsible for the transaction.

FAR/: FAR 4.601(a); FAR 4.601(c)(2); 253.204-70(a)(3)(ii)

Values: Must be a valid code from the FPDS-NG Contracting Office Code Table

14C Contracting/Funding Office Name

Definition: The plain text name of the contracting or funding office.

Instruction: Enter the name of the contracting or funding office.

FAR/: 253.204-70a)(iv)

System Generated

Contact Data Elements

18 Contact Data Elements

18A Contact Title

Definition: The title used by the person. Examples include - Mr., Mrs., Ms., Dr., or Gen.

Instruction: None

FAR/: FAR 4.601(a)(2); FAR 4.9

18B Contact First or Given Name

FAR/: FAR 4.601(a)(2); FAR 4.9

18C Contact Middle Initial or Name

Definition: The middle initial or name of the person.

18D Contact Last or Family Name

18E Organization Legal Name

18F Doing Business As Name

18G Division Name

18H Division Number / Office Code

18I Street Address

FPDS FY 05

18J	Address Line 2
18K	Address Line 3
18L	City
18M	State or Province
18N	Postal or Zip Code
18O	Country Code
18P	Voice Phone Number
18Q	Fax Phone Number
18R	Email Address

Other FPDS-NG Change Transactions Data Elements

19 Change Transactions Data Elements

19A Element Number

Definition: The element number for which the change transaction is generated.

Instruction: None

19B New Value

Definition: The new value of the data element for which the change transaction is generated.